

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: NOVEMBER 10, 2015

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS TAYLOR  
KENNY  
SOKOL  
MERLINO  
DICKINSON  
VANSELOW  
WOOD  
SIMPSON

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR GIRARD

**OTHERS PRESENT:**

REPRESENTING THE HUMAN RESOURCES & CIVIL SERVICE ADMINISTRATION:  
JENNIFER HOWE, EXECUTIVE ASSISTANT TO THE HUMAN RESOURCES  
DIRECTOR  
PAUL DUSEK, COUNTY ADMINISTRATOR  
AMANDA ALLEN, CLERK OF THE BOARD  
AMY BARTLETT, ASSISTANT COUNTY ATTORNEY  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS BEATY  
CONOVER  
FRASIER  
MONROE  
SEEBER  
WESTCOTT  
MIKE SWAN, COUNTY TREASURER  
ROB YORK, DIRECTOR, OFFICE OF COMMUNITY SERVICES  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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Mr. Taylor called the meeting of the Personnel Committee to order at 9:00 a.m.

Motion was made by Mr. Dickinson, seconded by Mr. Simpson and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting Agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Commencing the Agenda review with Action Agenda Item 1, privilege of the floor was extended to Jennifer Howe, *Executive Assistant to the Human Resources Director*, who provided a brief overview of the report on tracking of salary implications for positions filled since the last Committee meeting, a copy of which was included in the agenda packet. Ms. Howe pointed out that after the report was prepared, two positions in the Employment & Training Administration and in the Probation Department were also filled and would appear on the next report.

Moving on to Agenda Item 2, Mr. Taylor outlined a request from the Social Services Committee, *Countryside Adult Home*, to reclassify positions of Charge Aide #1 and Charge Aide #2, *Grade 5, Base Annual Salary of \$27,435*, to Senior Aide Adult Home #1 and Senior Aide Adult Home #2, *Grade 7, Base Annual Salary of \$30,959*, effective January 1, 2016, contingent upon Union review and approval, and to amend the Table of Organization and Salary Schedule accordingly.

Paul Dusek, *County Administrator*, commented that the Social Services Committee had approved these requests a couple of months ago but the requests had not been brought to the Personnel Committee because the County was awaiting Union approval. He noted that while he had no reason to believe the reclassifications would not be approved, he could not guarantee such would occur. Mr. Dusek suggested that the Personnel Committee approve the requests in hopes that Union approval would be received prior to the November 20<sup>th</sup> Board meeting; he added that in the event the reclassifications were not approved, the resolution could easily be withdrawn.

Mr. Dickinson questioned whether funding for the reclassified positions was included in the 2016 Budget and Mr. Dusek replied affirmatively.

Motion was made by Mr. Simpson, seconded by Mr. Vanselow and carried unanimously to approve the request and the necessary resolution was authorized for the November 20<sup>th</sup> Board Meeting.

Mr. Taylor advised Agenda Item 3 called for discussion regarding filling of the County Attorney position and he asked Mr. Dusek to provide an update on the matter. Mr. Dusek noted that as everyone was now aware, Martin Auffredou, *County Attorney*, had been elected to serve as Supreme Court Judge and while they all congratulated Mr. Auffredou and wished him the best in his new elected position, they now had to deal with his impending vacancy of the County Attorney position. He acknowledged that Amy Bartlett, *Assistant County Attorney*, would continue to maintain the operations of the County Attorney's Office while they underwent the process of searching for viable candidates to fill the vacant County Attorney position. Mr. Dusek outlined the advertising process, which included many outlets, and he suggested that if they were to place the advertisements this week with a submission deadline of November 27<sup>th</sup>, they could begin interviewing candidates in hopes of filling the vacancy as quickly as possible, acknowledging the upcoming holiday season and the need for the chosen candidate to provide proper notice to their current employer.

Mr. Vanselow questioned if a sufficient pool of applicants had been available in the last search for a County Attorney, noting that they may need to expand their advertising efforts. Mr. Dusek recalled that in their last hiring process they had attracted many qualified candidates, ultimately settling upon Mr. Auffredou; Mr. Taylor, who had also been involved in the last hiring process, agreed that he felt their advertising efforts had produced a sufficient number of qualified candidates and there was no reason to expand them. Mr. Dusek commented that they could employ their typical advertising approach and if an insufficient number of applicants were received they could chose to re-advertise in a broader fashion.

Motion was made by Ms. Wood, seconded by Mr. Kenny and carried unanimously to authorize Mr. Dusek to begin advertising for the impending County Attorney vacancy, as per his suggestions.

Concluding the agenda review, Mr. Taylor noted Item IV consisted of a listing of vacancies approved for filling by other Committees since the last Personnel Committee meeting, which included the following:

***Department of Public Works -***

Senior Engineering Technician, *Grade 12, Annual Salary \$34,895*, due to promotion.

***Sheriff's Office -***

Custodian, *Annual Salary \$31,633*, due to retirement.

***Social Services -***

Caseworker #1, *Grade 16, Annual Base Salary \$39,004*, due to retirement.

There being no further business to come before the Personnel Committee, on motion made by Mr. Kenny and seconded by Mr. Merlino, Mr. Taylor adjourned the meeting at 9:10 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board  
*As transcribed by Amanda Allen, Clerk of the Board*